



St Ambrose Parents Association

www.sapa.org.uk

Minutes of meeting held on 10th December 2018

at The Bulls Head Pub, Wicker Lane

Present: Mr Cutting, Mr Driscoll, Joanne McEntee, Mary Ireland, Stella Corran, Neil Priestner, Belinda Fleming-Graham, Lynda Nempotakis, Julie Bastin, Nathalie Lawrence.

Apologies: Cathy McBride, Andrea Mottram, Philomena Mezatio, Vicky Walker, Andrea Kelly, Justine Wilson, Julie-Anne Hawkes, Gabi Potts.

1. **Minutes of Last Meeting** – minutes of previous meeting agreed by the committee and approved by Joanne McEntee and Mary Ireland.

2. **Matters Arising** – As discussed at our previous SAPA meeting due to issues with caretaking staff and overtime payments we need to look for an alternative venue to hold our meetings. Mr Driscoll kindly offered use of the Prep School.

3. **Treasurers Report** – Neil Priestner gave an overview of the updated bank balances and money raised from the Christmas Fair which showed an increase from the previous year. Neil also explained that he had been trying to contact all current members of the Prep School 100 Club so he could update all bank and personal details. This would enable Neil to streamline his accounting process moving forward by using BACS instead of cheques. Neil explained that had only received a few replies through previous contact by letter, it was decided that we should try to trace members through social media starting with Facebook. It was also highlighted that 100 Club winners are not being advertised anywhere so Joanne McEntee agreed to send details of all winners to the office staff at both the College and Prep to publish in the newsletters. Due to the time taken to try and track down 100 Club members the regular draw did not take place so a double draw would be due in January 2019.

4. **Christmas Fair Review** – Neil Priestner completed an in-depth income and expenditure statement comparing the 2017 and 2018 Christmas Fairs. The main raffle was more profitable in 2018 which could have been due to the pupils at the College being involved in choosing the 1st prize of a PS4. Andrea Mottram was not present at the meeting but forwarded a comprehensive list of issues for discussion in relation to improving future Christmas Fairs, including the best way to transfer names from Parentmail to raffle tickets. The method currently used is laborious but necessary as we sell most tickets via Parentmail.

Mary Ireland said that she could not find the profit raised from the 'Gift' tombola; Neil thought it may have been absorbed in another area and he would investigate. Andrea and Mary had varying opinions on whether the gift and bottle tombola should be ticketed in future. The gift tombola would benefit from some more preparation.

Lynda thought the 'Hampers' needed to be in a more prominent place and Andrea suggested we could incorporate them within the main raffle. It would also mean that we would require fewer raffle prizes and we could concentrate on quality rather than quantity.

Julie Bastin commented on the lack of the school choir and felt that it had an impact on the day as many parents and grandparents would have attended to hear their boys singing. We need to try and secure the Choir for Christmas 2019.

Everyone agreed that the new Grotto looked amazing and that Julie had worked hard to transform the reception area, thank you Julie. Joanne and Julie discussed pricing of the 'Grotto' and 'Letters to Santa'. It was agreed that we should charge £3.00 for each or £5.00 for both.

Although the grotto was lovely the reception area was extremely cold and children waiting for Santa were shivering. Neil also said he felt footfall was down this year but said it was difficult to keep track of the public entering through the reception area and it was easy for people to avoid the entrance fee. It was suggested that we move the entrance to the SAPA corridor which is a narrower space, complete with large outdoor signage to indicate entrance fee (Andrea felt this had been missing in 2018) therefore it would be easier to view the public entering. The reception area main doors could then be sealed off and used solely for Santa's Grotto.

Food pricing was discussed but we were divided on the eventual price that we should charge. It may be more beneficial to speak to kitchen regarding the cost price of food before we decide how to price it to maximise profit. Mary also suggested we trial a mince pie and mulled wine stall next Christmas. It was also agreed that the cake stall was no longer very profitable so instead we will request donations of mince pies instead of cakes.

Julia also suggested the possibility of 'Just Giving' – an online fundraising platform that would enable people to donate if they could not attend the fair. Julie agreed to research this option.

A change of day/date for the fair was also discussed as Mr Driscoll pointed out that a lot of rugby matches take place on Sunday mornings which meant many families arrived towards the end of the fair. Mr Cutting suggested that it could be held on a Saturday and we could get some help from parents who were collecting sons from rugby matches. A decision wasn't reached regarding a day/date change so it would need to be discussed at further meetings.

5. **Family Quiz and Games Night** – a new upcoming event to be held at the Prep School on March 15th, 7.30pm start. A traditional 'Pub Quiz' coupled with games for the family. £5.00 per person, any size team. Licensed bar and various snacks available throughout the evening. Further discussion and planning of the event to take place in January 2019.

6. **Any Other Business** – Joanne purchased gifts and cards (signed at the meeting) for the office staff at the Prep and the College. The staff do an awful lot of work for SAPA and have given us tremendous support which we are very grateful for.

Next meeting: Monday 14th January 7.00pm, at the Prep School.